

REPORT TO THE MAYORAL COMMITTEE BY THE DIRECTOR: FINANCE AND CORPORATE SERVICES: MEETING AUGUST 2015

1. BUDGET AND TREASURY BRANCH

1.1 MATTERS TO BE CONSIDERED IN TERMS OF DELEGATED AUTHORITY AND FOR INFORMATION

1.1.1 Supply Chain Management Report – Annual Report (2014/2015)

Introduction

In terms of paragraph 6 of the Supply Chain Management Policy, the Council must maintain oversight over the implementation of this policy. The accounting officer must within 30 days of the end of each financial year, submit a report on the implementation of this policy to the council.

Progress and Compliance

Progress

The SCM unit is continually endeavouring to improve internal controls to ensure compliance.

An intern (from unemployed graduate programme) has joined the SCM Unit as from the 3 November 2014 for a 2 year duration.

Other interns, under Municipal Finance Management Internship Programme (MFMIP), are receiving training in supply chain management.

The Supply Chain Management Accountant resigned from the municipality in May 2015, which resulted in other members in the SCM Unit having to assist in performing his duties.

Compliance and Reporting

Roadshows

The SCM Unit has taken part in some of the roadshows or outreach programmes within in the district. The following presentations were done:

- Baviaans LM (Steytlerville) on 24 October 2014
- Kouga LM (Humansdorp Cultural Centre) on 28 October 2014
- Ndlambe LM (Alexandria Community Hall) on 24 February 2015
- Ndlambe LM (Civic Centre, Port Alfred) on 10 March 2015

The role of the SCM Unit was to recruit suppliers and service providers to register on the SCM database. The presentations were to inform suppliers submit their re-registration forms and to recruit new suppliers.

During June 2015, finance officials (D de Lange, R Lorgat and T Kramer) visited Kouga Local Municipality to provide training on formal quote/bid committees to the municipality's employees which gave clarity especially in the Supply Chain Management Unit.

Re-registration of Suppliers on the Database

During April 2015, existing service providers were issued with database re-registration forms requiring them to re-register for the 2015/16 financial year. Advertisements were also placed in various local newspapers during April 2015 informing existing service providers of this; and inviting new service providers to register in the municipality's supplier. However, there has slow response from service providers to submit their re-registration forms prior to 1 July 2015, which will result in SBDM not being able to utilize such service providers in 2015/16.

Monthly and Quarterly Reports

- Monthly Deviation Reports were submitted in terms of the SCM Policy for the procurement of goods and services.
- All the required quarterly reports and annual report were submitted in terms of the paragraph 6 of the Supply Chain Management policy

Improvements and Compliance to Internal Controls:

The below mentioned committees are established and are functioning in accordance with SCM Policy. The committees are as listed below:

- Bid/Formal Quotation Specification Committee
- Bid/Formal Quotation Evaluation Committee
- Bid/Formal Quotation Adjudication Committee

The aforesaid committees have the responsibility to make it a point that all the procurement processes are followed, and also to ensure that the value for money is received.

The SCM Unit is endeavoring to adhere to an internal memorandum of 5 working days in which to process an order. The required days to process an order allows the SCM Unit to do proper verification and thereby avoiding irregular, fruitless and wasteful expenditures.

Internal Controls within SCM have been strengthened and improved significantly by introducing the following to ensure compliance to the SCM Policy:

- Checklist before payment is made
- Checklist to the Bid Adjudication Committee
- Deviations System including comments from SCM to assist authorisers
- Effective control has been exercised regarding the bids/formal quotation files
- Evaluation and adjudication of quotes between R30 000 and R200 000 by committee structures

Challenges and Constraints

The following challenges and constraints exist:

- Not all of the service providers had returned their re-registration application forms, meaning most of the service providers were not active and could not be utilised at the beginning of the financial year.
- Poor planning by requestors resulted in additional pressure being put on SCM Unit, e.g. travel requirements, catering, etc., which did not always allow for sufficient time for the SCM Unit to follow proper procurement processes.
- Some deviations were being authorised by department heads prior to the deviations being scrutinised and signed by SCM. This resulted in deviations being returned as they were not correct or the motivations were improper. There was reluctance by staff to correct deviations as required.
- SCM Unit was concerned about deviations regarding training. Such deviations were often submitted late to SCM and pressure was applied for SCM to scrutinise and sign the deviation urgently. This often resulted in proper procurement processes not being followed.
- Although a memorandum was forwarded to all staff members informing them that the SCM Unit has 5 working days in which to process an order, this was not being adhered to and also indicated poor planning.
- Requestors from departments were sourcing quotations from service providers, who were not properly registered on the SCM Database.

Unauthorised, Irregular, Fruitless and Wasteful Expenditure

Section 32(4) of the MFMA requires disclosure of any unauthorised, irregular, fruitless and wasteful expenditure incurred by the Municipality.

An exercise was undertaken during the year to identify any such expenditure incurred for the period July 2014 to January 2015, which was approved by Council on 27 March 2015. A further exercise will be undertaken during July 2015 to identify any further expenditure.

Solutions and Way Forward

Solutions and controls for the challenges and constraints above are:

- Roadshows were held in 3 local municipalities. The purpose was to encourage service providers within the district to register on the database.
- The SCM Unit has used the procurement plan as a tool to monitor performance.
- A memorandum was forwarded to all users, informing them that SCM Unit has 5 working days in which to process an order. Therefore, all requesters must endeavour to adhere to this.
- Properly motivated and completed deviations should be signed by department heads subsequent to deviations being scrutinised and signed by SCM.
- A request for quotation system has been introduced and staff were invited for training. The system will facilitate the internal controls relating to quotations for goods and services required.

Supply Chain Management Information for the year ended 2014/2015

- Awards above R200 000 (refer to **Annexure “ ”, page)**
- Awards between R30 000 and R200 000 (refer to **Annexure “ ”, page)**
- Awards between R2 000 and R30 000 per department and BBBEE Level (refer to **Annexure “ ”, page)**
- Awards above R30 000 per department and BBBEE Level (refer to **Annexure “ ”, page)**
- Progress on Procurement Plan for 2014/15
- Deviations Approved (refer to **Annexure “ ”, page)**

A summary of the deviations approved during the year are as follows:

Deviation	Qty	Value (R)
Emergency	1	17 909
Single Provider	12	231 414
Impractical or impossible to follow the official procurement processes	68	6 068 017.83
Total	81	6 317 342.00

Submitted for information

AWARDS ABOVE R200 000 (JULY 2014 TO JUNE 2015)

Bid No	Bid Description	Bid Awarded To	Bid Amount (VAT incl)	BBBEE Status Level
Deviation: 9/2015	Jansenville water conservation and demand management - installation of water meters, Bid Number :2/2014	GIBB (PTY) Ltd	R 650 229.20	3
Deviation: 27/2015	Security services at Standard Bank Building for the period October 2014 until January 2015 until finalisation of biometric system tabled at LLF for consideration.	Nationwide Security Holdings (Pty) Ltd	R 270 148.08	3
Dev No : 41/2015	Maintenance of lifts in Std Bank Building for 2014/15	Otis (PTY) LTD	R 200 100.00	3
Bid No : 29/2014	Implementation of GRAP Financial Statements and Improving Audit Outcomes at Local Municipalities within the Sarah Baartman District Municipality	Ernst & Young Advisory Services (Pty) Ltd	Limited to available budget	2
Bid No :25/2014	Provision of Advertising Services in the Classifieds Section in Various Newspapers	Ultimate Recruitment Solutions	Limited to available budget	1
Bid No: 21/2013	APPX Financial System Support	Impumelelo Computers (Pty)Ltd	R 2 913 812.55	0
Bid 32/2014	Construction of a New Fire Station in Sandrift, Kou-Kamma Municipality	Sun is Shining Trading Enterprise C	R 4 590 000.00	3
Bid 60/2013	Supply and Delivery of 1 4x4 Diesel Double Cab	Auto 1 Automotive (Pty) Ltd	R 385 000.00	3
Bid 34/2014	Supply and delivery of one(1) 4x4 double cab diesel light fire vehicle.	Fire Raiders (Pty)Ltd	R 803 553.65	5
Dev 65/2015	Security Services at Standard Bank Building for the period of 1 February 2015 - 30 April 2015 until finalisation of biometric system tabled at LLF for consideration.	Nationwide Security Holdings (PTY) LTD	R 202 611.06	3
Dev 72/2015	Additional professional fees and Disbursements for Blue Crane Fire Station	Abamiseli Quantity Surveyors	R 301 355.51	3
BID 4/2015	ESTABLISHMENT OF GREATER ADDO TOURISM ROUTE	EMERALD SKY TRADING 38 (PTY) LTD & LE NASH INTERNATIONAL INVESTMENT PROPERTY LTD JV	R 468 540.00	4
BID 6/2015	DEVELOPMENT OF DISTRICT WIDE INFRASTRUCTURE PLAN FOR THE SBDM	SMEC SA (PTY) LTD	R 1 500 000.00	4
BID 32/2014	CONSTRUCTION OF A NEW FIRE STATION IN SANDRIFT, KOUKAMMA MUNICIPALITY	PRO-KHAYA CONSTRUCTION CC	R 5 752 236.20	3
DEV 107/2015	PROVISION OF ACCREDITED NATIONAL TREASURY MINIMUM COMPETENCY REGULATIONS TRAINING AND RPL	SOLSTICE NETWORKS CC	R 454 750.00	3
DEV 115/2015	INTERNET SERVICES THROUGH 3G MODEMS	VODACOM	R 500 000.00	0
DEV 119/2015	FUEL AND MAINTENANCE CARDS FOR FLEET VEHICLES	WESBANK FIRST AUTO	R 1 030 842.00	0
DEV 120/2015	SUPPLY AND DELIVERY OF RAINWATER TANKS IN PATERSON	LULUTHO SKILLS TRANSFER	R 279 300.00	0
			R 20 302 478.25	

AWARDS BETWEEN R30 000 AND R200 000 (JULY 2014 - JUNE 2015)

REF NUMBER	SERVICE PROVIDER	CONTRACT DESCRIPTION	CONTRACT AMOUNT (INCLUDING VAT)	BBBEE LEVEL OF SERVICE PROVIDER
Bid No:56/2013	Boomtown Strategic Services	Cacadu 7 Wonders Destination Sub-Branding Signage	R 178 508.95	4
Quote Number:22/2014	Intemgu Communications	Calendars and Diaries for 2015	R 87 802.34	2
Quote: Number:23/2014	CHM Vuwani Computer Solution (Pty) Ltd	IT Support and Maintenance	R 98 167.68	2
Deviation: 2/2015	Lukhona Catering Construction and Cleaning Services	The provision of cleaning services for the Standard Bank Building for July 2014 to September 2014.	R 82 987.44	3
Deviation: 6/2015	Boomtown Strategic Brand Agency	Publication of Training Opportunities for unemployed graduates	R 32 990.25	3
Deviation:14/2015	Hobson AR	Mentorship in Mohair Production and management for Uitkomst Farm; Ikwezi (May 2014 to April 2015)	R 199 974.00	3
Deviation:15/2015	Africorp International Properties (Pty) Ltd	Supplier of parking space for CDM vehicles- Grace Str,Transport Hse. For 12 months (July'14-June'15)	R 190 000.00	3
Deviation:16/2015	Steden South Africa BV Incorporated in the Netherlands	This is a module(Introduction to Disaster Management) drawn from a Degree in Disaster management.	R 79 500.00	3
Deviation:18/2015	Steiner Hygiene (Pty) Ltd	Hygiene services for Standard Bank building which contract expired, tender advertised and not awarded due to new information and strategy which needed to be exposed.	R 59 215.50	3
Deviation:19/2015	P J Janse Van Rensburg	Mentorship in Essential Oils Production Managemnt for Woodlands Communal Property association Koukamma (June 2014 to May 2015	R 177 060.00	3
O/N 66191	Nationwide Security Holdings (PTY) Ltd	Security Services for Standard Bank Building in SBDM	R 193 777.00	3
O/N 66194	Rennies Travel (Pty) Ltd	Accommodation for 17 Officials at Bishops Inn in Humewood.	R 55 703.56	0
O/N 66266	Boomtown Strategic Brand Agency	Storage of stand: May 2014 - April 2015	R 32 353.20	3
O/N 66324	Boomtown Strategic Brand Agency	Reproduction of 7 different brochures and 1 leaflet Unarchiv	R 116 564.04	3
O/N 66353	Boomtown Strategic Brand Agency	Set-up and breakdown of the Cacadu stand at the Getaway Show	R 105 709.69	3
O/N 66375	Boomtown Strategic Brand Agency	Getaway Show 2014 Stand space	R 77 961.26	3
O/N 66467	Rennies Travel (Pty) Ltd	Supply of Catering for 150 Women's Cacus Session on 13 Sept 2014	R 43 327.50	0
O/N 66678	Rennies Travel (Pty) Ltd	Accommodation for 38 delegates re Visit by the Dr Ruth S. Mopati	R 74 223.40	0
O/N 66690	Rennies Travel (Pty) Ltd	Accommodation for 24 delegates (Dr Ruth S. Mompoti & SBDM)	R 34 433.64	0
O/N 66785	Rennies Travel (Pty) Ltd	Accommodation for 10 delegates attending EMPRECT Workshop fo	R 85 900.80	0
O/N 311233	Rennies Travel (Pty) Ltd	Accommodation and Conference hire at Tsitsikamma Village Inn	R 53 360.60	0
O/N 322063	Rennies Travel (Pty) Ltd	Accommodation for Six(6) Councillors attending CDMP Course	R 34 942.08	0
O/N 75770	Boomtown Strategic Brand Agency	MOU Booklet, Pens & Flags	R 33 899.04	2
O/N 311224	Boomtown Strategic Brand Agency	Local Government Handbook Advert	R 34 200.00	2
O/N 66777	Steden South Africa BV Incorporated in the Netherlands	Training of 15 officials from SBD and its locals in Project	R 79 500.00	0
Dev 49/2015	P L Moolman	Mentorship in broiler and vegetable production and management at Vukuzenzele, Pearston	R 188 100.00	0
Dev 50/2015	STL Greencres Gift Card STL	Greenacres Git Vouchers for SBDM officials for best performing officials, mayor's special awards and christmas gift to all staff members from the executive mayor.	R 41 000.00	2
Bid 33/2014	Supply of Information Technology Equipment	Benefit IT Services (Pty) Ltd t/a Metro Services	R 178 094.40	1
Bid 30/2014	Provision of Banking Services	ABSA Bank	Various	3
O/N P298	Rennies Travel (Pty) Ltd	Accommodation for 6 -Cllrs	R 35 914.08	0
Dev 82/2015	Boomtown Strategic Brand Agency	Design and layout of new logo and corporate identity manual	R 79 774.92	2
Dev 71/2015	Work Dynamuics (Pty)Ltd	Assessment of Candidates for Municipal Managers and CFO positions for Makana Municipality	R 39 960.42	1
O/N 102	Mictech Skills Solutions (Pty) Ltd	4 officials form Local Municipalities (Baviaans, Koukamma and other areas)	R 30 000.00	3
Dev 78/2015	Masoko Group (PTY) LTD	Online and print profile of Sarah Baartman District Municipality	R 34 535.20	0

REF NUMBER	SERVICE PROVIDER	CONTRACT DESCRIPTION	CONTRACT AMOUNT (INCLUDING VAT)	BBBEE LEVEL OF SERVICE PROVIDER
Dev 66/2015	Lukhona Catering Construction and Cleaning Services	Provision of Cleaning Services for the Standard Bank Building for five [5] months starting from 02 February until 30 June 2015.	R 138 312.40	3
Dev 67/2015	Noorsveld Hoenders (Pty) Ltd	Mentorship in Poultry Production and management for Bafazi Phambili Co-op Ltd in Ikwezi (April 2014 to March 2015)	R 158 004.00	3
Dev 76/2015	Impumelelo Computers (Pty)Ltd LTD	Renewal of APPX Licence (Bronze Maintenance)	R 39 521.66	2
Dev 91/2015	Steiner Hygiene (Pty) Ltd	Hygiene Services for the Standard bank building for a period of six months [January - June 2015]	R 59 215.50	3
O/N P626	RENNIES TRAVEL (PTY) LTD	Restuarant Hire (Makana Resort and Conference Centre) for 13	R 44 470.10	0
O/N P837	RENNIES TRAVEL (PTY) LTD	Venue hire and catering for 180 delegates attending the laun	R 41 281.34	0
O/N P551	BOOMTOWN STRATEGIC BRAND AGENCY	Business cards with new logo Letterheads with new logo Alter	R 33 212.30	2
O/N P726	F2 WAARDEERDERS CC	Valuation of Land and Building Bid 94/2012 third year paymen	R 125 685.00	4
O/N P726	NATIONWIDE SECURITY HOLDINGS (PTY) LTD	SECURITY SERVICES FOR THE STANDARD BANK BUILDING, PORT- ELIZABETH	R 160 972.64	2
O/N P569	ULTIMATE RECRUITMENT SOLUTIONS CC	Full colour block display advert about SMME Expo in The Herald	R 36 268.87	1
O/N P770	INTENGU COMMUNICATIONS CC	DESIGN, LAYOUT AND PRINTING OF 2013/2014 ANNUAL REPORT	R 145 570.02	1
O/N P738	RENNIES TRAVEL (PTY) LTD	ACCOMMODATION FOR THE MUNICIPAL MANAGER AND 2 CHINESE DELEGATES	R 70 238.68	0
O/N P704	ULTIMATE RECRUITMENT SOLUTIONS CC	Placement of vacancy advert in Herald, Grocotts, Somerset Budget, Talk of the Town, Kuoga Express, Graaff-Reinet, Advertiser, Our Times	R 30 920.96	1
O/N P631	RENNIES TRAVEL (PTY) LTD	SBDM District Fire Symposium to be held from the 6-8 May 2015	R 112 332.90	0
O/N P655	RENNIES TRAVEL (PTY) LTD	Accommodation for 10 Officials who will be attending the SBDM fire symposium at Cape St Francis	R 30 366.80	0
Dev 92/2015	Boomtown Strategic Brand Agency	Rolling out new logo on stationary (business cards, letterheads and email signatures) and building signage at front entrance, ground floor and 3rd floor as per Ted's instructions.	R 33 212.30	2
Dev 95/2015	MIYA'S ELECTRICAL	Electrification of DMA Settlements (Quote 22/2012).	41 836.22	0
Dev 112/2015	AURECON SOUTH AFRICA (PTY) LTD (CAPE TOWN)	To assist Koukamma Municipality with the 2nd dam safety evaluation of the Joubertina Dam.	39 900.00	2
Dev 114/2015	PENIEL CONFERENCING & MANAGEMENT	10 Councillors attending training on Job Evaluation and Grading.	69 000.00	0
Dev 120/2015	LULUTHO SKILLS TRANSFER	Supply and supervision of labour for the installation of rainwater tanks in Paterson	198 450.00	0
			R 4 478 212.68	

AWARDS (ORDERS) BETWEEN R2 000 TO R30 000

PER DEPARTMENT

Department	Qty	Amount
Office of the Mayor	369	R 2 217 418.69
Office of MM	183	R 1 536 234.99
Infrastructure and Planning	132	R 1 061 056.17
Economic Development	114	R 884 589.83
Finance and Admin	173	R 1 245 685.40
	971	R 6 944 985.08

AWARDS (ORDERS) BETWEEN R2 000 TO R30 000

BBBEE LEVEL

BBBEE Level*	No. of Orders made to Suppliers	Amount
8	4	R 20 528.28
7	0	R 0.00
6	0	R 0.00
5	1	R 15 903.00
4	83	R 698 882.74
3	233	R 1 979 361.94
2	110	R 834 489.01
1	56	R 445 415.92
0	484	R 2 950 404.17
	971	R 6 944 985.06

AWARDS (ORDERS) BETWEEN R2 000 TO R30 000

BBBEE LEVELS OF ALL STANDARD SERVICES PROVIDERS (DETAIL)

CREDITOR	BBBEE LEVEL	TOTAL INCL VAT	NO OF ORDERS
A JAYLON TRADING (PTY)LTD	3	27 060.00	5
ALGOA OFFICE AUTOMATION (PTY) LTD	8	R 20 528.28	4
WILBRAN CC	5	R 15 903.00	1
AD'EMPIRE	4	R 6 234.00	1
CECIL NURSE A DIVISION OF BIDVEST OFFICE (PTY) LTD	4	R 53 636.15	8
DEE'S PROMOTIONS CC	4	R 117 007.61	8
DIGI COPIERS CC	4	R 18 582.00	1
FATHER & SON CATERERS CC	4	R 23 303.31	7
GROENEWALD J E	4	R 40 900.00	4
HAROLD HOWARD AND ASSOCIATES CC	4	R 50 140.16	8
JUST MACK OFFICE SUPPLIES T/A TOSHIBA LASERFAX	4	R 146 510.47	23
LUDLA PUBLISHING	4	R 29 640.00	1
NIGHTSKY IDEAS (PTY) LTD	4	R 22 924.26	1
PAX STATIONERS CC	4	R 17 474.32	4
PICAWOOD TRADING T/A ACADEMY OF BUSINESS AND COMPUTER STU	4	R 12 000.00	1
PROJECT FOR CONFLICT RESOLUTION & DEVELOPMENT	4	R 83 505.00	3
TIACEL (PTY)LTD	4	R 13 953.60	1
TIMES MEDIA PTY LTD	4	R 52 951.86	10
ZETABLOX CC	4	R 10 120.00	2
ABERDEEN COMMUNITY TRADING	3	R 25 200.00	5
ADIOS MANAGEMENT	3	R 106 250.20	6
AMAHLE WASTE RECYCLING PTY LTD	3	R 3 150.00	1
BAHIA CATERING AND GENERAL SERVICE CC	3	R 24 450.00	2
BHAYIVOX CC	3	R 8 225.00	2
BIDVEST CAR RENTAL (PTY) LTD T/A BUDGET CAR AND VAN RENTAL	3	R 44 792.85	13
BIDVEST PAPERPLUS (PTY) LTD	3	R 57 351.48	11
BONAS ISAKHI SIZWE GENERAL TRADERS	3	R 32 400.00	5
CORPORATE PROMOTIONAL GIFTS CC T/A CORP. CONCEPTS	3	R 60 378.11	5
CSKD TRADING ENTERPRISES CC	3	R 156 875.40	7
CURONEX PTY LTD T/A THULEZ	3	R 7 500.00	1
DAILY BRIGHT TRADING ENTERPRISE	3	R 87 025.00	6
DV SIGNS CC T/A SIGNTIFIC	3	R 5 631.60	1
EYOMDANGE TRADING ENTERPRISE	3	R 3 010.00	1
FEEL GOOD INSIDE OUT TRADING CC	3	R 9 275.00	2
FOOD BY FAITH CATERING	3	R 20 875.00	7
HOUSECALL TRADING ENTERPRISE CC	3	R 3 450.00	1
INDLUVO TRADING (PTY) LTD	3	R 31 575.00	5
IVI-MIGCOBO TRADING	3	R 35 343.80	10
IVI-MIHLALI TRADING CC	3	R 23 190.00	5
IXELEXWA CATERING AND B & B	3	R 20 100.00	2
KONJWA PTY LTD	3	R 4 000.00	1
LEON GEORGE NOAH	3	R 14 649.00	2
LUNGISIHLE TRADING ENTERPRISE	3	R 3 010.00	1
LUPOWAY (PTY) LTD	3	R 19 610.00	1
LUPOWAY (PTY) LTD	3	R 15 600.00	1
LUTHO KITCHENETTE	3	R 15 935.00	4
M G XHOMA	3	R 29 600.00	1
MASIYE CONSTRUCTION	3	R 42 750.00	3
MBENA DISTRIBUTORS AND MAFEZZY RESTAURANT (PTY)LTD	3	R 8 495.00	2
MEDINDA TRADING CC	3	R 12 525.00	4
MICTECH SKILLS SOLUTIONS (PTY) LTD	3	R 59 850.00	2
MOMBHATHISI TRADING CC	3	R 29 850.00	1
MONTICENTO CC	3	R 23 400.00	4
MPENVANA CATERING CLEANING GARDEN & OTHER SERVICES CO-OP	3	R 8 000.00	1
NBK TRADING (PTY) LTD	3	R 19 600.00	2
NCAMASHE CONSTRUCTION CC	3	R 35 540.00	2
NKULI CONSTRUCTION	3	R 107 750.00	10

CREDITOR	BBBEE LEVEL	TOTAL INCL VAT	NO OF ORDERS
NOTTELO ENTERPRISE (PTY) LTD	3	R 59 132.02	4
NTANDAZO ISHMAEL SIKO	3	R 22 859.20	1
NTUKWANA TRADING CC	3	R 3 499.92	1
NYANISEKILE NGCONDE TRADING (PTY) LTD	3	R 4 810.80	1
OKULUNGILEYO TRADING CC	3	R 13 073.18	3
OLD STYLE TRADING PROJECTS	3	R 8 800.00	1
OMG ENGINEERING & TOOL SUPPLY	3	R 2 663.79	1
OMNI TECHNOLOGIES (PTY) LTD	3	R 26 895.24	5
PRO ADZ TRADING CC	3	R 26 214.30	1
RHG IT SOLUTIONS CC	3	R 22 344.00	1
SAM SAM CIVILS AND ALLIED SERVICES	3	R 4 200.00	1
SIBULUNTU TRADING AND PROJECTS (PTY)LTD	3	R 8 250.00	1
SOKUMA-NGAYO GENERAL TRADING	3	R 19 050.00	4
SOLSTICE NETWORKS CC	3	R 32 450.00	2
SONTI TRADING ENTERPRISE CC	3	R 95 460.00	5
STEYTLERVILLE FUNERAL HOME	3	R 61 032.00	8
T CLAASEN	3	R 6 500.00	1
TAT'S CONSTRUCTION	3	R 6 000.00	1
TINT AND TASTE CATERING CC T/A STYLASH	3	R 15 620.00	5
VUKA UVUTHULULE TRADING CC	3	R 12 370.00	2
VUSISIZWE CONSTRUCTION	3	R 18 056.35	4
WORKSTATION	3	R 126 819.30	16
WOSHOTA INITIATIVE (PTY) LTD	3	R 25 715.00	8
YONZ GENERAL TRADING	3	R 30 975.00	4
ZAKLY INVESTMENTS TWENTY ONE	3	R 29 309.40	1
ZB MDA TRADING ENTERPRISE CC	3	R 2 380.00	1
ZERO41 CONSULTANTS AND PROJECTS (PTY) LTD	3	R 24 700.00	1
ZIYANDA URSULA GYSMAN	3	R 26 910.00	4
BOOMTOWN STRATEGIC BRAND AGENCY	2	R 506 076.50	65
CHM VUWANI COMPUTER SOLUTIONS (EC) PTY LTD	2	R 78 123.33	9
CIRCULAR OFFICE SUPPLIES & PRINTERS CC	2	R 35 184.61	10
CONTINUING EDUCATION AT UNIVERSITY OF PRETORIA TRUST	2	R 9 650.00	1
DIMENSION DATA (PTY)LTD	2	R 18 716.06	1
ECNO PRINT REPAIRS & SUPPLIERS CC	2	R 50 673.00	3
NATIONWIDE SECURITY HOLDINGS (PTY) LTD	2	R 3 420.00	1
SYSTEMS SERVICES	2	R 34 791.66	2
TRINK CONSUMABLES (PTY) LTD	2	R 86 211.03	16
WALTONS STATIONERY CO.LTD.	2	R 11 642.82	2
ARCH ACTUARIAL CONSULTING CC	1	R 5 700.00	1
BENEFIT IT SERVICES (PTY)LTD T/A METRO COMPUTER SERVICES	1	R 93 929.07	10
GQUKANI TRADING (PTY) LTD	1	R 23 217.27	1
IBAYI PC SALES AND REPAIRS CC	1	R 60 874.44	12
IKAMVA RECRUITMENT	1	R 2 188.80	1
INYAMEKO TRADING 1507 CC	1	R 24 400.00	4
K2012079590 (PTY) LTD	1	R 33 500.00	2
K2013079590 (PTY) LTD	1	R 12 292.00	1
MAN OF TIME TRADING ENTERPRISE CC	1	R 12 800.00	2
REGENT CORPORATE ADMINISTRATORS 65 CC	1	R 17 782.00	6
SAMBU TRADING CC	1	R 19 500.00	1
SIYAKUSELA GENERAL TRADING	1	R 7 490.80	1
ULTIMATE RECRUITMENT SOLUTIONS CC	1	R 131 741.54	14
ANTONIO 0001 TRADING (PTY) LTD	0	R 14 056.00	2
ATHI AND ESETHU TRADING ENTERPRISE	0	R 26 647.00	2
BIDVEST OFFICE (PTY) LTD	0	R 6 731.70	1
BIZAMNA TRADING ENTERPRIZE CC	0	R 57 940.00	6
BLOOMINGDALES NURSERY	0	R 2 729.16	1
CHUBB UNITED TECHNOLOGIES	0	R 4 588.50	1
CONTAINER WORLD (PTY) LTD	0	R 21 368.16	3
DR D. NGQOBA	0	R 18 000.00	1
EZITHATHWINI (PTY) LTD	0	R 11 000.00	2
GP VAN NIEKERK ONDERNEMING BK	0	R 4 104.00	1

CREDITOR	BBBEE LEVEL	TOTAL INCL VAT	NO OF ORDERS
HP GATE MASTERS CC	0	R 8 430.30	1
IMBIZA P E TRADING ENTERPRISE	0	R 5 460.00	2
J D ADAMS TRADING CC	0	R 17 045.00	3
JBV CATERING	0	R 51 850.00	8
K2013/188118 (SOUTH AFRICA) (PTY) LTD	0	R 3 500.00	1
LEXISNEXIS (PTY) LTD	0	R 24 734.87	2
LEXISNEXIS BUTTERWORTHS	0	R 14 724.62	1
MANDLOVU CATERING	0	R 9 000.00	1
MARENGO M	0	R 7 500.00	1
MARTIN BAILEY VERVOER	0	R 8 000.00	3
MELISIZWE CIVIL ENGINEERING (PTY) LTD	0	R 7 095.50	2
OUDEBOSCH FARM STALL CC	0	R 9 430.00	1
PAUL VAN VUUREN ELECTRICAL CC	0	R 7 856.23	1
PIENAAR A E	0	R 10 500.00	1
QPS TRADING ENTERPRISE CC	0	R 11 700.00	2
RAFI'S APPLIANCES	0	R 6 999.00	1
RENNIES TRAVEL (PTY) LTD	0	R 2 350 673.13	409
SAGE PASTEL PAYROLL	0	R 3 648.00	1
SENZELE NGAPHEZULU TRADING (PTY) LTD	0	R 52 500.00	7
SG GADENI T/A SIBOMAAKH TRADING	0	R 90 877.50	8
SIPHOSUZUKO TRADING (PTY) LTD	0	R 2 000.00	1
SOQHUBEKEKA TCC	0	R 3 500.00	1
SOUTH AFRICAN RED CROSS SOCIETY	0	R 29 700.00	1
THE PHONEBOOK COMPANY (PTY) LTD	0	R 20 451.60	1
UPHOLSTERY ETC	0	R 5 397.90	1
WHITFIELD'S OFFICE SUPPLIES CC	0	R 5 586.00	1
YABO'S TOURS CC	0	R 13 000.00	1
ZHANG Z	0	R 2 080.00	1
		R 6 944 985.06	971

AWARDS (ORDERS) ABOVE R 30,000

PER DEPARTMENT

Department	Qty	Amount
Office of the Mayor	5	R 205 006.05
Office of MM	2	R 188 897.52
Infrastructure and Planning	6	R 1 103 168.03
Economic Development	18	R 2 012 185.45
Finance and Admin	17	R 2 665 363.17
Contactors	3	R 544 227.50
Development Facilitation	3	R 393 775.56
	54	R 7 112 623.28

AWARDS (ORDERS) ABOVE R 30,000

BBBEE LEVEL

BBBEE Level*	No. of Orders made to Suppliers	Amount
1	6	R 254 732.01
2	20	R 2 615 325.40
3	3	R 600 002.00
4	4	R 1 376 591.02
5	1	R 814 639.01
6	0	R 0.00
7	0	R 0.00
8	0	R 0.00
0	20	R 1 451 333.84
	54	R 7 112 623.28

AWARDS (ORDERS) ABOVE R30 000

BBBEE LEVELS OF ALL STANDARD SERVICES PROVIDERS (DETAIL)

CREDITOR	BBBEE LEVEL	TOTAL INCL VAT	NO OF ORDERS
AUTO 1 AUTOMOTIVE T/A GROUP 1 NISSAN	3	R 431 690.00	1
BENEFIT IT SERVICES (PTY)LTD T/A METRO COMPUTER SERVICES	2	R 79 774.92	1
BOOMTOWN STRATEGIC BRAND AGENCY	2	R 1 018 669.34	12
CECIL NURSE A DIVISION OF BIDVEST OFFICE (PTY) LTD	4	R 55 081.50	1
CIRCULAR OFFICE SUPPLIES & PRINTERS CC	1	R 57 456.00	1
F2 WAARDEERDERS CC	4	R 125 685.00	1
FIRE RAIDERS (PTY) LTD	5	R 814 639.01	1
HOBSON A R	0	R 162 264.00	1
IMPUMELELO COMPUTERS (PTY) LTD	0	R 39 521.66	1
INTENGU COMMUNICATIONS CC	2	R 233 372.36	2
LUDLA PUBLISHING	4	R 986 004.52	1
LUKHONA CATERING CONSTRUCTION AND CLEANING SERVICES	1	R 39 960.42	1
MASOKO GROUP (PTY) LTD	3	R 30 000.00	1
MICTECH SKILLS SOLUTIONS (PTY) LTD	3	R 138 312.00	1
NATIONWIDE SECURITY HOLDINGS (PTY) LTD	2	R 827 508.78	4
NELSON MANDELA METROPOLITAN UNIVERSITY	4	R 209 820.00	1
NOORSVELD HOENDERS (PTY) LTD	1	R 90 125.76	2
P J JANSE VAN RENSBURG	0	R 167 092.50	1
P L MOOLMAN	0	R 172 425.00	1
RENNIES TRAVEL (PTY) LTD	0	R 716 495.48	13
STENDEN SOUTH AFRICA BV INCORPORATED IN THE NETHERLAND	0	R 159 000.00	2
ULTIMATE RECRUITMENT SOLUTIONS CC	1	R 67 189.83	2
URBAN-ECON DEVELOPMENT ECONOMISTS (PTY)LTD	2	R 456 000.00	1
WORK DYNAMICS (PTY) LTD	0	R 34 535.20	1
		R 7 112 623.28	54

PROCUREMENT PLAN - 2014/15

PROJECT	BUDGET	DPT	SECTION	RESPONSIBLE PERSON	SCM REQUIRED (YES/NO)	BID	FORMAL QUOTE	BELOW R30 000	COMPLETED (YES/NO)
PROJECT BUDGET									
MORAL REGENERATION	180 000	MM	OFFICE OF THE SPEAKER	U DANIELS	YES			✓	
IMBIZOS AND OUTREACH	150 000	MM	OFFICE OF THE SPEAKER	U DANIELS	YES			✓	
PMS SUPPORT TO LM'S	50 000	MM	PERFORMANCE	G TERBLANCHE	YES		DEVIATION		
MSIG-CAPACITY BUILDING	934 000	MM	CAPACITY BUILDING	U DANIELS	YES	✓			
COMMEMORATION DAY CELEBRATION	200 000	MM	SPECIAL PROJECT UNIT	U DANIELS	YES			✓	
DISABILITY EMPOWERMENT	200 000	MM	SPECIAL PROJECT UNIT	U DANIELS	YES			✓	
WOMEN EMPOWERMENT	300 000	MM	SPECIAL PROJECT UNIT	U DANIELS	YES			✓	
YOUTH DEVELOPMENT	250 000	MM	SPECIAL PROJECT UNIT	U DANIELS	YES				YES
LIBRARIES	1 562 000	MM	LIBRARIES	T BETHA	YES	✓			
LIBRARIES	2 200 000	MM	LIBRARIES	L NANCE	YES	✓		✓	
IMPLEMENTATION OF THE HIV/AIDS PLAN	300 000	MM	HIV/AIDS	U DANIELS	YES				
TECHNICAL TOWN PLANNING ASSISTANCE	370 000	P&I	PLANNING UNIT	M MAQOKOLO	YES	✓			
REVIEWAL OF THE ITP FOR THE DISTRICT	200 000	P&I	PLANNING UNIT	M MAQOKOLO	YES		✓		YES
CONSTRUCTION OF SIDEWALKS AND WALKWAYS	50 000	P&I	PLANNING UNIT	M MAQOKOLO	YES	✓			
EPWP PROJECTS	1 236 000	P&I	PROJECT MANAGEMENT	T BETHA	YES	✓			YES
WASTE WATER TREATMENT SUPPORT TO LM	1 060 000	P&I	PROJECT MANAGEMENT	P SNYMAN	YES	✓			
PLANNING AND FEASIBILITY STUDY	1 300 000	P&I	PROJECT MANAGEMENT	T BETHA	YES	✓			
RIETBRON EPWP ROADS & STORMWATER	1 450 000	P&I	PROJECT MANAGEMENT	T BETHA	YES	✓			YES
DISTRICT WIDE INFRASTRUCTURE	1 500 000	P&I	PROJECT MANAGEMENT	P SNYMAN	YES	✓			
FEASIBILITY STUDIES FOR SOLID WASTE SITES	400 000	P&I	ENVIRONMENTAL HEALTH	K MAKGOKA	NO				
HOUSING TRANSFER AND BENEFICIARY	400 000	P&I	HOUSING COORDINATOR	T BETHA	NO				
INFR DMA: ALIENATION	190 000	P&I	HOUSING COORDINATOR	F ANTONY	NO				
CONTRIBUTION TO MUNICIPALITIES	3 000 000	P&I	FIRE SERVICES	M NOHASHE	NO				YES
RESTORATION OF FIRE HYDRANT DISTRICT WIDE	2 200 000	P&I	FIRE SERVICES	M NOHASHE	YES	✓			
PATERSON INTEGRATED EMERGENCY CENTRE	5 000 000	P&I	FIRE SERVICES	M NOHASHE	YES	✓			YES
FIRE STATION - KOUKAMMA	4 786 000	P&I	FIRE SERVICES	M NOHASHE	YES	✓			Not awarded
FIRE STATION - NDLAMBE	2 418 212	P&I	FIRE SERVICES	B MAKEDAMA	YES	✓			YES
FIRE STATION - BLUE CRANE ROUTE	2 300 000	P&I	FIRE SERVICES	M NOHASHE	YES	✓	✓		
FIRE EQUIPMENT FOR LM	1 000 000	P&I	FIRE SERVICES	M NOHASHE	YES	✓			YES
FIRE TRAINING ASSISTANCE TO LMS	300 000	P&I	FIRE SERVICES	M NOHASHE	YES	✓			
KOUKAMMA FLOOD RELIEF	638 779	P&I	TRANSPORT, ROADS	P SNYMAN	NO				YES
RURAL ACCESS ROADS (RRAMS PROJECT)	2 110 000	P&I	TRANSPORT, ROADS	T BETHA	YES	✓			
INTER CITY BUS TERMINAL	1 053 418	P&I	TRANSPORT, ROADS	B MAKEDAMA	YES				Re-Advised
INTER CITY BUS TERMINAL	3 720 788	P&I	TRANSPORT, ROADS	B MAKEDAMA	YES	✓			YES
SOMERSET EAST ROADS AND STORMWATER	974 000	P&I	TRANSPORT, ROADS	T BETHA	YES	✓			

PROJECT	BUDGET	DPT	SECTION	RESPONSIBLE PERSON	SCM REQUIRED (YES/NO)	BID	FORMAL QUOTE	BELOW R30 000	COMPLETED (YES/NO)
MUNICIPAL DROUGHT RELIEF	401 291	P&I	WATER DISTRIBUTION	P SNYMAN	YES	✓			YES
GIS SUPPORT TO CDM BY DWAF	84 370	P&I	WATER DISTRIBUTION	M MAOKOLO	YES		✓		
RAINWATER HARVESTING PATERSON (SRV)	61 212	P&I	WATER DISTRIBUTION	T BETHA	YES		✓		
JANSENVILLE WATER TREATMENT WORKS	2 550 000	P&I	WATER DISTRIBUTION	T BETHA	YES	✓			YES
NIEU BETHESDA WATER TREATMENT	4 411 221	P&I	WATER DISTRIBUTION	T BETHA	YES	✓			YES
WSA / WSP MODEL REVIEW	200 000	P&I	WATER DISTRIBUTION	P SNYMAN	YES	✓			YES
INFRASTRUCTURE (ELECTRIFICATION)	93 000	P&I	ELECTRICITY DISTRIBUTION	P SNYMAN	YES		✓		YES
REDI AQUA PROJECT	456 000	ED	ED: MANAGEMENT	P KATE	YES	✓			YES
DISTRICT DEVELOPMENT AGENCY	4 000 000	ED	ED: MANAGEMENT	P KATE	NO				
ENVIRONMENTAL AND REGENERATION ENERGY PROJECTS	500 000	ED	ED: MANAGEMENT	P KATE	YES	✓			YES
LEDI PROJECTS	540 000	ED	ED: MANAGEMENT	P KATE	YES	✓		✓	
RENEWABLE ENERGY & GREEN ECONOMY	200 000	ED	ED: MANAGEMENT	P KATE	YES				
STRATEGY AND INSTITUTIONAL DEV (REDI)	29 959	ED	LED	P KATE	NO				
AGRICULTURAL SUPPORT	2 000 000	ED	LED	D MAGXWALISA	YES		DEVIATIONS		
DISTRICT CRAFT HUB DEVELOPMENT SUPPORT	116 000	ED	LED	D MAGXWALISA	YES				
BUSINESS DEVELOPMENT FORUM	150 000	ED	LED	D MAGXWALISA	YES				
LED DISTRICT SUPPORT	600 000	ED	LED	D MAGXWALISA	YES				
LED PROJECTS (HONEYBUSH TEA)	730 000	ED	LED	D MAGXWALISA	NO		DEVIATION		YES
CDM SMME SUPPORT PROGRAMME	1 666 000	ED	LED	D MAGXWALISA	YES		✓		YES
PELLET FACTORY IN RIETBRON	350 000	ED	LED	D MAGXWALISA	YES	✓			YES
DESTINATION AND SUB-BRANDING SIGNAGE	554 000	ED	TOURISM	T MGUDLWA	YES				
TOURISM SECTOR DEVELOPMENT SUPPORT TO LM	600 000	ED	TOURISM	T MGUDLWA	YES				
SUPPORT TO LOCAL TOURISM ORGANISATIONS	600 000	ED	TOURISM	T MGUDLWA	NO				
TOURISM EDUCATION AND AWARENESS	600 000	ED	TOURISM	T MGUDLWA	YES	✓			YES
TOURISM MARKETING	1 432 000	ED	TOURISM	T MGUDLWA	YES	✓			YES
TOURISM INFRASTRUCTURE INVESTMENT	1 000 000	ED	TOURISM	T MGUDLWA	YES	✓			YES
DEVELOPMENT OF TOURISM STATS SYSTEM	475 000	ED	TOURISM	T MGUDLWA	YES	✓			YES
CREATIVE INDUSTRIES	600 000	ED	TOURISM	T MGUDLWA	NO				
SUPPORT TO LM'S FOR IMPROVING AUDIT OUTCOME	2 500 000	FCS	FAD	R LORGAT	YES	✓			Awarded
LONG TERM MEDICAL LIABILITIES	20 000	FCS	PENSIONERS	R LORGAT	YES		✓		
	R 71 503 250								
CAPITAL BUDGET									
Airconditioners	195 000	FCS	ASSET MANAGEMENT	R LORGAT	YES		✓		
HR System	200 000	FCS	PEOPLE MANAGEMENT	Z STUURMAN	YES		✓		On Progress
IT equipment	289 000	FCS	IT	R LORGAT	YES	✓			Awarded
Contract Management System	200 000	FCS	LEGAL SERVICES	F ANTONY	YES		✓		On Progress
Financial System	2 000 000	FCS	FAD	R LORGAT	YES	✓			Awarded
OPERATIONAL REQUIREMENTS									
Banking Services		FCS	FAD	R LORGAT	YES	✓			Awarded
Advertising Services		FCS	HR	Z STUURMAN	YES	✓			Awarded
Valuation of property services		FCS	ASSET MANAGEMENT	R LORGAT	YES	✓			
Brand Development		FCS	PUBLIC RELATIONS	L NIEMAN	YES		✓		Cancelled
Branding materials		FCS	PUBLIC RELATIONS	L NIEMAN	YES		✓		
Review of Organisation		MM	MUNICIPAL MANAGER	D DE LANGE	YES	✓			On progress

DEVIATION REGISTER (JULY 2014- JUNE 2015)

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
01/07/2014	1/2015	Times Media Eastern Cape	Publication of Council Meeting in regard to the Local Government Municipal System Act(No32/2000)	R 3 351.60	Finance and Corporate Services	3	Publication of meetings should be advertised seven days prior to the meeting date in accordance to secretariat procedures- Therefore the advert must be published in the newspaper as of 2 July 2014. In accordance to the aforementioned, a deviation is made due to the fact that SCM could not follow the normal procedures . Two quotes were obtained from various service providers such as Herald and Buzz Project, Dumisa Design Closed down, and Boomtown is dormant on the system, and did not response when requested to quote.	Supplier Not Properly Registered on Database
09/07/2014	2/2015	Lukhona Catering Construction and Cleaning Services	The provision of cleaning services for the Standard Bank Building for July 2014 to September 2014.	R 82 987.44	Finance and Corporate Services	3	The supply chain process was not followed and 3 quotations were not sourced. There is currently a company providing these services on a contract that expired in April. At the time of expiry instructions were given that options of providing the services using internal staff must be investigated. Those investigations are progressing and a separate report will be provided to the Director: Corporate Services by not later than Friday, 4 July 2014 and thereafter to the Mayoral Committee for consideration.	3 Quotes not Obtained
03/07/2014	5/2015	CE AT UP TRUST	Training for Mr Mgudiwa (Effective Stakeholder Management)University of Pretoria	R 9 650.00	Finance and Corporate Services	3	Mr Mgudiwa attending a course (Effective Stakeholder Management)at University of Pretoria. This is the only institution offering this course at this time (July 2014). This is part of his Personal development Plan	Supplier Not Properly Registered on Database
03/07/2014	6/2015	Boomtown Strategic Brand Agency	Publication of Training Opportunities for unemployed graduates	R 32 990.25	Finance and Corporate Services	3	AREAS.Placement within the Local Newspapers and obtaining quotations from the individual community newspaper are unable to provide requested quotations citing functional administrative problems. The ads have already been placed in the Cacadu news and the closing would be amended to accommodate the long delay in trying to source quotes,Dumisa Design who originally assisted has closed down, and Times Media does not cover local newspapers.	Supplier Not Properly Registered on Database
03/07/2014	7/2015	Zport Event Management	Company Branded Sports T-Shirts for Train Race	R 2 275.00	Finance and Corporate Services	3	CDM sports Co-ordinator requested for sponsorship for employees from the executive mayor(please see attached documents). The approved budget does not cover for the entire necessities as per the attached list. Therefore quotes were obtained from various service providers for the required T-Shirts, the most affordable quote id from an institution which is not registered on the database of CDM, therefore a deviation was completed.	Supplier Not Registered on Database

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
09/07/2014	9/2015	GIBB (PTY) LTD	Jansenville water conservation and demand management-installation of water meters	R 650 229.20	Infrastructure and Planning	3	1. Arcus Gibb was appointed for the preliminary design and an implementation of the Rising Main and Jansenville Water Treatment Works on 13 November 2009 using the Consultants database. During February 2011 it was decided that the Jansenville Water Treatment project be on hold and Water Conservation and Demand Management Programme in Ikwezi Municipality (Jansenville) be implemented instead. The projects were implemented under the programme namely: Rehabilitation of Existing Reservoirs; Social Facilitation & Socio Economic Investigation; Water Retention Analysis; Borehole Yield Analysis and Installation of Bulk Meters. 2. The Service Provider for the installation of zone meters was appointed on the 25 March 2013, however the contractor defaulted from the contract. The contractor did sub-standard work and abandoned the site without notification. Council encashed the 10 % suretyship/guarantee that was provided by the contractor before construction commenced to the value of R 126 018.04. Council had to advertise the project again in order to finish the scope of work. A new service provider contractor has been appointed and has commenced with the works on 23 June 2014. The fees and disbursement for Arcus Gibb has been exhausted under the previous contract (Bid No 82/2012)	Bid process not followed
21/07/2014	11/2015	Picawood Trading T/A Academy of Business and Computer Studies	3 officials attending a course (Assess and analyse an incident)	R 12 000.00	Finance and Corporate Services	3	3 satellite officers attending a course: Assess & Analyse an accident which is part of their PDP. This is the sole service provider in the Province hence 3 quotes could not be obtained.	3 Quotes not Obtained
23/07/2014	12/2015	Simunye Electrical & Maintenance	Urgent supply and installation of plug points on various floors for the biometric system.	R 8 151.00	Finance and Corporate Services	3	The service provider- Simunye Electrical and Maintenance is not registered on the database of CDM; the company was the cheapest in price. Power points and plugs are urgently needed to be supplied and installed in order for Biometric system to be activated by the latest Friday, 25 July 2014.	Supplier Not Registered on Database
21/08/2014	4/2015	Pro Adz Trading CC	Listing in Yellow Pages	R 26 214.30	Finance and Corporate Services	2	Pro Ads are the agent for Yellow Pages Listings. Listing of Cacadu DM in Yellow Pages under Government blue pages.	3 Quotes not Obtained
08/08/2014	14/2015	Hobson AR	Mentorship in Mohair Production and management for Uitkomst Farm; Ikwezi (May 2014 to April 2015)	R 199 974.00	Economic Development	3	Mentorship in Mohair Production Management for Uitkomst Farm in Ikwezi. The Contract is between CDM and Ray Hobson for a period of 12 Months (May 2014 to April 2015) for the amount of R199974.00. The Bid process was not followed as required by SCM because of the extension period of the project as resolved as the MAYCO of 14 March 2014.	3 Quotes not Obtained
29/08/2014	15/2015	Africorp International Properties (Pty) Ltd	Supplier of parking space for CDM vehicles-Grace Str, Transport Hse. For 12 months (July'14-June'15)	R 190 000.00	Finance and Corporate Services	3	This supplier is not properly registered on CDM database. Supplier of parking space at Transport House, Grace Street. CDM has tremendous difficulty in ascertaining alternative parking space for official vehicles. Africorp International refuses to register on our database.	Supplier Not Properly Registered on Database
26/09/2014	16/2015	Steden South Africa BV Incorporated in the Netherlands	This is a module (Introduction to Disaster Management) drawn from a Degree in Disaster management.	R 79 500.00	Finance and Corporate Services	3	This course is for 15 Disaster Management Officials drawn from the District and LM's. 3 quotes were not obtained as the qualification is offered by one Institution of Higher learning in the Eastern Cape Province. Steden University offer a degree in disaster management (First of its kind in South Africa). Currently there is no other tertiary institution that is offering a Junior degree in disaster management. Therefore Steden is the only supplier for the course. It must be noted that, initially the degree could be offered on a full time basis; however, the university, has since reconsidered that and is now offering the course in short course form as well.	3 Quotes not Obtained

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
05/09/2014	17/2015	Boomtoun Strategic Brand Agency	Placement of advert in local papers around the District	R 16 593.51	Finance and Corporate Services	2	Placement of advert for Unemployed Graduates for Economic Development Department and Planning and Infrastructure Services by Boomtown in the following local news papers: Jeffrey's Bay Courant; Somerset Budget; Talk of the Town; Sunshine Coast; Grocott's Mail; Graaff-Reinet Advertiser; Kouga Express. Boomtown Strategi Brand Agency is the only service provider that can advertise in these local papers around the District.	3 Quotes not Obtained
12/09/2014	18/2015	Steiner Hygiene (Pty) Ltd	Hygiene services for Standard Bank Building	R 59 215.50	Finance and Corporate Services	3	Contract expired, tender advertised and not awarded due to new information and strategy which needed to be explored. Hygiene services for standard bank building. The deviation is for the period starting from July – December 2014.	Bid / quotation process not followed
12/09/2014	19/2015	P J Janse Van Rensburg	Mentorship in Essential Oils Production Management for Woodlands Communal Property association Koukamma (June 2014 to May 2015	R 177 060.00	Economic Development	3	Mentorship in Essential oils Production Management for Woodlands Communal Property Association in Koukamma. The contract is between Mr. P.J Janse Van Rensburg and Sarah Baartman District Municipality, for a period of 12 months from June 2014 to 31 May 2015 for the amount of R177060.00. The Bid process was not followed as required by SCM because of the extension period of the project as resolved at the MAYCO of 6 November 2013.	3 Quotes not Obtained
16/09/2014	21/2015	Container World (Pty) Ltd	Hiring of containers for storage at Paterson	R 7 551.36	Infrastructure and Planning	3	The supplier, Container World is not properly registered on our database, they quoted the lowest amount to hire two containers in Paterson. We also hired these containers in the previous financial year.	Supplier Not Properly Registered on Database
12/09/2014	22/2015	Bizamma Trading Enterprise CC	Catering for Women's Day Celebrations	R 21 000.00	Office of the Municipal Manager	3	Women's Day Celebrations to be held in Sundays River Valley Municipality on 13 September 2014. SCM Unit has been unable to source additional 2 quotes for catering.	Supplier Not Properly Registered on Database
12/09/2014	23/2015	Boomtoun Strategic Brand Agency	Name change signage for Std Bank Building	R 3 449.93	Finance and Corporate Services	3	Boomtoun did previous branding at entrance of Std Bank. As Boomtoun already have designed the artwork they would be less expensive than appointing a different company to re-design the required artwork.	3 Quotes not Obtained
22/09/2014	24/2015	Mawawa Electrical Services	Mawawa Electrical Services- Test and identify fault to passage fluorescent lights including electrical wiring.	R 1 990.00	Infrastructure and Planning	3	Mawawa Electrical Services, has been called in to investigate the problem that persist on the passage of 7th floor. It seems to be an electrical short that make the lights not functioning. They have tested and discover that there is a faulty wiring on the ceiling that affects the switch that feed on the passage and also is only one registered contractors who are qualified on electrical matter.	Supplier Not Properly Registered on Database
29/09/2014	27/2015	Nationwide Security Holdings (Pty) Ltd	Security services at Standard Bank Building for the period October 2014 until January 2015	R 270 148.08	Finance and Corporate Services	3	The tender process for provision of security services has not been finalised yet. A report has been drafted for consideration by the MC and the special LUF scheduled to consider the biometric system has been postponed. The attached quote is for 4 months for the period October 2014 until January 2015 to provide security services for the standard bank building. The service provider is already familiar with our customs and operating methods and a change in service may leave us wanting at this stage of the year. This measure is in place until the tender for security services can be finalised. The security services cannot be changed at this stage as the current service provider is already familiar with processes and internal mechanism. This arrangement is in place until the tender process can be filled.	3 Quotes not Obtained

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
09/10/2014	30/2015	Zhang Z	Interpretation from Mandarin Chinese to English on. Chinese delegation of 6 Doctors visited Sarah Baartman DM on for meeting and visit to Livingstone hospital	R 2 080.00	Office of the Municipal Manager	3	Service Provider Mr Zhanhao Zhang is not registered on our database, he was used for translation services from Chinese Mandarin to English to assist in doing translations at the hospital tour and formal meeting.	3 Quotes not Obtained
28/10/2014	31/2015	Chubb united Technologies	We want to install locks on the safe doors in the Archives section so that we can use keys to lock the doors	R 4 588.50	Finance and Corporate Services	3	We have been sourcing quotes since 3 October 2014. We called and sent emails to Joe Davis numerous times. We also contacted Mac Gyver's Locksmiths who came to inspect the doors and are yet to submit a quotation. The only company that has submitted a quote is Chubb United Technologies.	3 Quotes not Obtained
06/10/2014	32/2015	Shellfish Trading 003CC	Listing of the District Municipality in the Blue pages of telephone directory.	R 6 834.30	Finance and Corporate Services	2	These are the cost of the Sarah Baartman District Municipality to be listed in the Blue pages or better known as Government telephone listing. Sarah Baartman District Municipality makes use of this Government listing. This is a single service provider.	Bid / quotation process not followed
28/10/2014	33/2015	Lexisnexis Butterworths	Purchase of portable booklets for law libraries: basic conditions of employment act and labour relations act	R 14 724.62	Finance and Corporate Services	3	We need to purchase legislation booklets (local government law & labour relations portable libraries) for distribution to the newly appointed interns and senior managers.Quotes have been received only from them because the other service provider is unable to quote for the entire set of books required.	3 Quotes not Obtained
28/10/2014	34/2015	@Work	B4 FILE OUT CARDS FOR RECORDS SECTION	R 5 586.00	Finance and Corporate Services	3	The records section is in urgent need of file out cards. It was previously ordered from other service providers and sent back due to incorrect sizes. Please find the attached documents as motivated for the fact that there are only two service providers that can quote us according to the specification given.	Supplier Not Properly Registered on Database
29/10/2014	37/2015	Pienaar A	Appointment of a Jazz Group to perform at a Gala Dinner function.	R 10 500.00	Economic Development	3	Jazz Group that will be performing at the Dr Ruth S. Mompoti and Sarah Baartman District Municipalities Friendship and Cooperative Agreement Signing Ceremony on 30 October 2014 in Tsitsikamma Village Inn	Supplier Not Properly Registered on Database
28/10/2014	38/2015	Oudebosch Farmstall CC	purchasing of gifts for delegation from Dr. Ruth Mompoti DM	R 9 430.00	Economic Development	3	This is the purchasing of gifts for the delegation from the Dr. Ruth Mompoti District Municipality, which will be visiting our district for the signing ceremony of the Friendship and Cooperation agreement between the two District Municipalities (SBDM & DRMDM) on 30 October 2014 at Tsitsikamma Village Inn.	3 Quotes not Obtained
28/10/2014	39/2015	Marango M	Appointment of cultural group which will be performing on the evening of the Gala Dinner function for signing ceremony between SBDM and DRMDM	R 7 500.00	Economic Development	3	Appointment of cultural group which will be performing on the evening of the Gala Dinner function for signing ceremony between SBDM and DRMDM	Supplier Not Properly Registered on Database
27/10/2014	40/2015	Lukhona Catering Construction and Cleaning Services	The provision of cleaning services for the Standard Bank Building from October 2014 to January 2015	R 110 649.92	Finance and Corporate Services	3	Supplier Chain process was not followed and three quotations were not sourced. Currently there is a cleaning company who was contracted until September 2014. The department is unable to advertise a tender asking for interested parties to submit quotations due to the fact that an investigation in respect of providing the service internally or outsource them is being pursued. The outcome of such investigations are such that internal provision of cleaning is preferred. There is further investigation being undertaken to create a structure that will see to the fulfillment of the above preferred strategy. A report on the current investigation will be released not later than 31 December 2014.	3 Quotes not Obtained

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
01/11/2014	41/2015	Otis (PTY) LTD	Maintenance of lifts in Std Bank Building for 2014/15	R 200 100.00	Finance and Corporate Services	3	Otis has been maintaining the lifts in Standard bank Building since Western District Council.	Formal SCM process not followed
07/11/2014	42/2015	Multichoice Africa (PTY) LTD	DSTV for 2014/15	R 24 365.00	Finance and Corporate Services	2	DSTV subscription for Executive Mayor, Office of Speaker and Disaster Management.	3 Quotes not Obtained
17/11/2014	45/2015	Stenden South Africa BV Incorporated in the Netherlands	This is the module (project Management in Disaster Management) drawn from a Degree in Disaster Management	R 79 500.00	Disaster Management	3	This Course is for 15 Disaster Management Officials drawn from the District and LM's. 3 Quotes were not obtained as the qualification is offered by 1 institution of Higher Learning in the Eastern Cape Province. Steden University offer a degree in Disaster Management (First of its kind in SA). Currently there is no other institution that is offering a junior Degree in Disaster Management. Therefore Steden is the only supplier for the qualification. It must be noted that, the degree could be offered on a full time basis, however, the University has since reconsidered that and is now offering the course in short course form as well	3 Quotes not Obtained
11/11/2014	46/2015	Boomtown Strategic Brand Agency	Placements of advert in district community newspapers	R 13 282.27	Finance and Corporate Services	3	Boomtown Strategic Brand Agency and Buzz Projects are there only two service providers that are able to place adverts on local newspapers. Quotes were sourced from the aforesaid service providers, and Boomtown is the only service provider that can render the services at this stage.	3 Quotes not Obtained
11/11/2014	47/2015	Blooming Dales Nursery	Procure plant and pot for MM's Office.	R 2 729.16	Office of the Municipal Manager	3	Procure plant and pot for MM's office. Although quotations were called from other suppliers, only one supplier submitted a quotation.	Supplier Not Properly Registered on Database, 3 quotes not obtained
14/11/2014	48/2015	Makro	Nikon D3200 Twin Lens Bundle	R 6 999.00	Infrastructure and Planning	3	We have obtained 5 quotations. Makro being the cheapest and also quoted within the available budget. The value for money can only be achieved if we procure from Makro even though they are not registered on our Data Base.	Supplier Not Properly Registered on Database
21/11/2014	49/2015	P L Moolman	Mentorship in broiler and vegetable production and management at Vukuzenzele, Pearston	R 188 100.00	Economic Development	3	Extension of contract for Vukuzenzele Mentorship in Pearston for a period of 12 months from June 2014 ending May 2015, the contract is between Sarah Baartman DM and Mr. Pierre Moolman.	3 Quotes not Obtained
25/11/2014	50/2015	STL Greencres Gift Card STL	Greenacres Gift Vouchers for SBDM officials for best performing officials, mayor's special awards and christmas gift to all staff members from the executive mayor.	R 41 000.00	Office of the Mayor	2	Greenacres gift voucher only obtainable from one supplier who is not registered on the SBDM database. Mayor is presenting gifts to staff at year end Christmas function on the 12/12/2014. Vouchers are for the best performing officials in the respective departments.	Supplier Not Properly Registered on Database, 3 quotes not obtained
01/12/2014	52/2015	Van Rensburg Shuttle and Tourism Services	Transport for SBDM staff, a 63 seater bus to transport officials from Chaple Street, Central PE (SBDM Offices) to Tsitsikamma Sanpark Reserve, on the 12 December 2014 form Mayor's Christmas Function.	R 7 300.00	Office of the Mayor	3	Supplier Not Registered on Database. Transport for SBDM staff, a 63 seater bus to transport officials from Chaple Street, Central PE (SBDM Offices) to Tsitsikamma Sanpark Reserve, on the 12 December 2014 form Mayor's Christmas Function.	Supplier Not Registered on Database
06/12/2014	56/2015	SABC TV LICENCES	Payment of television licences	R 2 849.41	Finance and Corporate Services	3	This is an annual charge for TV licences for 2015.	Supplier Not Properly Registered on Database

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
15/01/2015	64/2015	Pastel Payroll Division of Sofline (Pty) Ltd	Training in Payroll Administration (N Williams and G David)	R 3 648.00	Finance and Corporate Services	2	This is part of the personal development for N Williams and G Davids. This is the only company offering this short course in Port Elizabeth. See attachment for details and dates.	Supplier Not Properly Registered on Database
22/01/2015	65/2015	Nationwide Security Holdings (PTY) LTD	Security Services at Standard Bank Building for the period of 1 February 2015 - 30 April 2015 until finalisation of biometric system tabled at LLF for consideration.	R 202 611.06	Finance and Corporate Services	3	The tender process for provision of security services was started and finalised however there were concerns raised specifically in the light of the biometric system being implemented concurrently. The installation of the biometric system has been finalised but the activation is pending the proposal as drafted and submitted to the management committee. Once the biometric system has been fully implemented security matters will be revisited. Specifically the amount of guards required etc. it would not be feasible at this stage to change security services or go on tender or quote for a different company as doing so would leave the Council vulnerable. The security services cannot be changed at this stage as the current service provider is already familiar with process and internal mechanisms.	3 Quotes not Obtained
20/01/2015	66/2015	Lukhona Catering Construction and Cleaning Services	Provision of Cleaning Services for the Standard Bank Building for five (5) months starting from 02 February until 30 June 2015.	R 138 312.40	Finance and Corporate Services	3	Supply Chain process was not followed and three quotations were not sourced. Currently, there is a cleaning company contracted until the end of January 2015. The department is unable to advertise a tender inviting interested service providers due to the fact that there are investigations in respect of decision to render the services internally or externally. The outcome of such investigations prefers the in-house rendering of cleaning services. Strategies are being carried out to create a structure for internal cleaning services which may be finalised before the end of the financial year.	3 Quotes not Obtained
22/01/2015	67/2015	Noorsveld Hoenders (Pty) Ltd	Mentorship in Poultry Production and management for Bafazi Phambili Co-op Ltd in Ikwezi (April 2014 to March 2015)	R 158 004.00	Economic Development	3	Mentorship in Poultry Production and Management for Bafazi Phambili Co-op Ltd. The contract is extended for another 12 months between Sarah Baartman District Municipality and Mr. Gerrit Dos Santos trading as Noorsveld Hoenders (PTY)LTD. The starting date of the programme is from April 2014 to March 2015 for the amount of R158004.00. The implementation of the Mentorship programme could not start in April 2014 as stipulated in the contract because the Mentor only signed the Contract in June 2014. The programme started in July 2014. Based on the nature of the programme a mentor is selected by the community. Therefore it was impossible for follow procurement processes.	3 Quotes not Obtained

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
20/01/2015	68/2015	Gate Masters CC	Service Provider were called in to do some testing on the gate motor on 3rd floor because it has been giving problem of not closing or opening the gate by using the tag	R 8 430.30	Infrastructure and Planning	3	Six (6) service provider were called in to check and do repairs on the 3rd floor vehicular and pedestrian gates, because both gate have been giving problems of not opening or closing after a person has used the gate. The service providers mentioned that our system is bit old, repairing it will only give us endless problems, then we requested a quotation for the new gate motor complete with remote control and new key pad for the pedestrian gate. Out of the six service providers that were called in to quote, only three (3) responded by submitting quotations, and the lowest being Gate Masters cc at a cost of R8430.30, Second lowest VVR Enterprises (pty) Ltd at cost of R9195.50 and Joe Davis Locksmiths & Hardware at cost of R 11286.00, all VAT inclusive. We recommend Gate Masters cc, but they are not registered in our database hence we doing the deviation. Both gates on the 3rd floor are not being properly controlled due to them not working properly and that can pose a security risk with in SBDM building and its employees.	Supplier Not Registered on Database
22/01/2015	71/2015	Work Dynamics (Pty)Ltd	Assessment of candidates for municipal manager and chief financial officer position at Makana Municipality as per the regulations for appointment of senior managers.	R 39 960.42	Finance and Corporate Services	3	The Makana Municipality is in the process of recruiting municipal manager and chief financial officer. As per of the regulation 21 dated 17 January 2014, each candidate need to undergo competency assessment. Makana Municipality has required assistance in the matter and has formalise the request by means of a formal letter from their administrator confirming that they can be invoiced accordingly. Assistance was sourced from COGTA National regarding accredited service provider and they have advised that the tender process which they embarked on during December 2014 has not been finalised and that service provider who are aware of the regulations have already developed a batteries for assessment as per municipalities in their recruitment drives such as Aganag Local Municipality, City of Cape Town, ect. The quotation for assessment is R39960.42 including VAT and including comparative summary report. One candidate is been assessed for both positions and one candidate has recently compiled an assessment and the results of that one candidate has is still valid.	3 Quotes not Obtained
28/01/2015	73/2015	Container World (Pty)Ltd	Hiring of containers for storage at Paterson	R 8 253.60	Infrastructure and Planning	3	The supplier, Container World is not properly registered on our database, they quoted the lowest amount to hire two containers in Paterson. We also hired these containers in the previous financial year. Deviation No 21/2015 was approved for R12. 6 Months period (July 2014 - Dec). The job has not been completed and the 2 containers are required for an additional 6 months (Jan 2015 - June 2015). R13. Quotes were obtained (attached to deviation no 21/2015) container world was the cheapest as we did not have to pay for transport, handling, etc.	Supplier Not Properly Registered on Database

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
03/02/2015	72/2015	Abamiseli Quantity Surveyors A	Additional professional fees and Disbursements for Blue Crane Fire Station	R 301 355.51	Infrastructure and Planning	3	Abamiseli Professional Quantity Surveyors were appointed to take over the project management and principal agents for the Blue Crane Firestation. The project was 40% progress when they took over. They quoted a fee of R 185 617.76 plus R176 703.34 for disbursements. But when we submitted request for deviation an amount of R185 000 was requested and the Department did not realise that disbursements costs were excluded in the request. An amount of R185 617.76 was assumed that the project was finished in 4 months period. However due to delays in the delivery of structural steel for roofing which was caused by NUMSA strike in resulted to a further three months delay. Variation orders as a result of additional work in the roof led to another delay in completing the project and additional regular monthly inspections of works by all professional team: Electrical; Civil/structural; health and Safety and Quantity surveying. This has consequently led to increased fees for disbursements. Increase in variation order resulted to increased fees. It is therefore appropriate to adjust our original quote according to allow for variations of works and additional disbursements which were a result of monthly inspection of works. This is the final payment due to professional services.	Impossible to follow tender process
02/02/2015	74/2015	GP Van Niekerk Onderneming BK	Annual software assurance until February 2016 Inet TCP/IP	R 4 104.00	Finance and Corporate Services	2	Annual Software Licence Assurance until February 2016 (Inet TCP/IP and Winet). Currently Sarah Baartman is using system that was supplied by GP van Niekerk Ondernemings BK, but the Licensing is renewed annually.	Supplier Not Properly Registered on Database
04/02/2015	75/2015	EC Umbrella Fire Protection Association	Aerial Assessment at Kou Kamma (Clarkson Area)	R 17 909.40	Infrastructure and Planning	1	On the 23 October 2014 the Department of Agriculture, Forestry and Fishery (DAFF) advised of fires that has been ravaging the Kou Kamma (Clarkson) area. After communicating with the Local Municipality ground support was activated. A JOC was set up and after all the information was gathered it was resolved that aerial assessment was needed to contain the situation.	Supplier Not Registered on Database
09/02/2015	76/2015	Impumelelo Computers (Pty) Ltd LTD	Renewal of APPX Licence (Bronze Maintenance)	R 39 521.66	Finance and Corporate Services	2	Renewal of APPX Licence (Bronze Maintenance) for the period 1 April 2015 to 31 March 2016. Impumelelo Computers are currently sole provider of APPX licence in South Africa.	3 Quotes not Obtained
11/02/2015	78/2015	Masoko Media Group	Payment for a online and print profile of SB District Municipality.	R 34 535.20	Finance and Corporate Services	2	In order to publicise the renaming of the Cacadu District to Sarah Baartman District Municipality, a profile was placed in the Yellowpages - both print and online. The company is a sole provider of this service.	Supplier Not Registered on Database
17/02/2015	80/2015	Boomtown Strategic Brand Agency	Notice of 05 2015 (Annual Report of the erstwhile Cacadu District Municipality -2013/2014) to be advertised in all local newspapers in the District.. Boomtown is the only service provider registered in our database, that is able to render these services, meaning penetrating to local newspapers and place these adverts.	R 6 965.20	Finance and Corporate Services	2	Notice of 05 2015 (Annual Report of the erstwhile Cacadu District Municipality -2013/2014) to be advertised in all local newspapers in the District.. Boomtown is the only service provider registered in our database, that is able to render these services, meaning penetrating to local newspapers and place these adverts.	3 Quotes not Obtained
17/02/2015	82/2015	Boomtown Strategic Brand Agency	It is impractical to approach another company to apply the new name of Sarah Baartman to the existing corporate identity of the institution - it was originally designed by Boomtown	R 79 774.92	Finance and Corporate Services	3	The Cacadu DM corporate identity was originally designed by Boomtown. Now that the decision has been made to keep the logo as is and just apply the new name of Sarah Baartman, it is impractical to approach another company to design our new corporate identity and logo. Boomtown is the only company that has all the original files on hand in order to apply the new identity and to provide us with what is required."	3 Quotes not Obtained

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
19/02/2015	83/2015	The Phonebook Company(Pty) Ltd	This service is only available from one supplier. The service provider offers advertising space in order to publicise the name change of the Cacadu DM to Sarah Baartman DM.	R 20 451.60	Finance and Corporate Services	2	This service is only available from one supplier. The service provider offers advertising space in order to publicise the name change of the Cacadu DM to Sarah Baartman DM. There is a quarterpage advert and an online listing for the Sarah Baartman DM. The Phonebook company is the only company that sells space on this particular platform.	Supplier Not Registered on Database
05/03/2015	84/2015	Waltons Stationery CO. LTD CO.LTD.	Purchase of one Pedenza cupboard for Portfolio Councilor V Balura	R 3 212.52	Office of the Mayor	3	Quotations were called for supply and delivery of pedenza cupboard and Optiplan filing cabinet for portfolio councillor in November 2014. Due to incorrect amounts on the budget for these items, we had to wait for budget adjustment end Jan 2015. Three quotations were received in November. Waltons is the lowest quote. Waltons agreed to maintain the price quoted in November 2014. SCM have advised that the supplier is not properly registered on the data base, therefore a deviation is necessary, otherwise we have to re-invoice quotations.	Supplier Not Properly Registered on Database
05/03/2015	85/2015	WALTONS STATIONERY CO.LTD.	Purchase of one Optiplan four drawer filing cabinet for Portfolio councillor V Balura	R 8 430.30	Office of the Mayor	3	Quotations were called for supply and delivery of pedenza cupboard and Optiplan filing cabinet for portfolio councillor in November 2014. Due to incorrect amounts budgetted for these items, we had to wait for budget adjustment end Jan 2015. Three quotations were received in November 2014. Waltons is the lowest quote. Waltons agreed to maintain the price as quoted in November 2014. SCM have advised that the supplier is not properly registered on the data base, therefore a deviation is necessary, otherwise we have to re-invoice quotations.	Supplier Not Properly Registered on Database
17/03/2015	86/2015	Ludia Publishing	This is an additional service offered by Ludia Publishing in order to publicise more widely through the internet the news gathered by their team for sarah baartman news.	R 29 640.00	Finance and Corporate Services	3	We currently have a tender for 3 years (bid 15 of 2014) with Ludia Publishing to publish and distribute the Sarah Baartman newspaper quarterly each year. The company gathers, writes and takes photographs of news related matters across the District. The municipality would like to make use of the news being gathered to freshen up the municipal website and also to increase the readership of news by distributing it through a number of online platforms that is managed by Ludia Publishing - for example RNews. It is therefore impractical to ask another company to offer this service as they are the people on the ground gathering and writing the news for the District and the company owns the online channels through which the news will be more widely published than at present. It also allows us as a municipality to gauge the interest in SB related news as online platforms allows one to see which articles are read and how many people read it.	3 Quotes not Obtained
06/03/2015	87/2015	Dr D. Ngqoba	the supplier will conduct Workplace HIV Counselling and Testing to SBDM employees	R 18 000.00	Office of the Municipal Manager	3	Each year SBDM conducts it's HIV Counselling and Testing Campaign for it's employees in February/March. This programme coincides with Valentine's Day celebrations. The purpose of the programme is to raise awareness and clear any misconceptions about the actual meaning of HCT and also to celebrate Valentines Day. Dr Ngqoba quoted lesser than the other 2 suppliers and is not properly registered on SBDM database	Supplier Not Properly Registered on Database

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
06/03/2015	89/2015	Errol Green Manufacturing	Replace Air Conditioning unit in council chambers	R 29 309.40	Infrastructure and Planning	3	Sarah Baartman District Municipality (SBDM) Council chamber has three (3) air conditioners, which were originally installed to service the entire room by means of cooling or heating the council chamber. Now the council chamber has become a place which is non-conductive to hold meetings because of the heat. Service provider has been called to investigate the problem in council chambers and they reported that out of the three (3) air conditioners that are in council chamber, only two(2) of them that are working, so the third air conditioner that is supposed to cool the other side of the room is not working at all hence we experiencing the heat inside the chambers. The service provider recommended that we should replace the broken air conditioner with the same size of the existing air conditioner.	Supplier Not Properly Registered on Database
17/03/2015	91/2015	Steiner Hygiene (Pty) Ltd	Hygiene Services for the Standard bank building for a period of six months [January - June 2015]	R 59 215.50	Finance and Corporate Services	3	Contract expired, tender advertised and not awarded due to new information and strategy which needed to be explored internally. Hygiene services for (Sarah Baartman District Municipality) Standard Bank building for the period January to June 2015, the cost per monthly is R 9 869.24 (Vat Inclusive) for a period of six(6) months.	Bid/Quote process not followed.
13/04/2015	92/2015	Boomtown Strategic Brand Agency	Rolling out new logo on stationary (business cards, letterheads and email signatures) and building signage at front entrance, ground floor and 3rd floor as per Ted's instructions.	R 33 212.30	Finance and Corporate Services	3	Ted instructed me to roll out the building signage, letterheads, email signatures and business cards for senior officials as a matter of urgency. The building signage at front entrance, ground and 3rd floor was originally also done by Boomtown so it is more practical for Boomtown to redo as artwork is already on file and so are the exact sizes and measurements. As for letterheads, business cards and email signatures, Boomtown is busy applying the new logo to the new corporate identity manual making it more practical for Boomtown to also produce the letterheads, business cards and email signature at the same time.	3 Quotes not Obtained. Formal quotation process not followed.
23/04/2015	94/2015	Rafi's Appliances	Supply and delivery of fully automatic coffee machine	R 6 999.00	Office of the Municipal Manager	3	Three quotations were sourced and the cheapest is Rafi's. the supplier has a creditor number (5930) but is not properly registered on the data base.	Supplier Not Properly Registered on Database.
24/04/2015	96/2015	NGM Centre of Excellence	SMME Expo and seminar 29 - 30 April 2015: Guest Speaker	R 5 000.00	Economic Development	3	Appearance for Guest Speaker who will address SMMEs in the SMME EXPO and Seminar on 29 April 2015. A person linked to the SMME programme was identified to address the SMMEs	3 Quotes not Obtained. Supplier Not Registered on Database.
05/05/2015	95/2015	MIYA'S ELECTRICAL	Electrification of DMA Settlements (Quote 22/2012).	41 836.22	Infrastructure and Planning	3	In 2012 the District Municipality appointed Malwande Construction CC TJA Miya's Electrical to install the ready boards in Glenconner, Kleinpoort, Wolwefontein and Miller for and amount of R 124 497.62 inclusive of VAT. The correct procurement procedure for quote 22/2012 was not followed at the time and therefore we are deviating. The awarded amount in 2012 was R 124 497.62. To date we have paid R 82 661.40. Value of deviation R 41 836.22. These funds are need to pay the contracto Miya's Electrical for installing the ready boards in Wolwefontein to complete the project.	Full formal quotation process not followed in 2012
04/05/2015	103/2015	LEXISNEXIS (PTY) LTD	Purchasing of Disaster Management Framework and Disaster Management Acts for Training	20 744.35	Infrastructure and Planning	3	Purchasing of the Framework for Disaster Risk Management and the Local Government Disaster Management Act for Training of Local Municipalities. Three quotations could not be obtained and Lexi Nexis is not properly registered properly on the suppliers data base.	Supplier Not Properly Registered on Database. 3 Quotes not Obtained

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
07/05/2015	105/2015	LEXISNEXIS (PTY) LTD	Posters of labour legislation for display in Standard bank Building, Port Elizabeth, Sarah Baartman District Municipality	3 990.52	Finance and Corporate Services	3	The service provider is not registered on the database and 3 quotes could not be obtained.	Supplier Not Properly Registered on Database, 3 Quotes not Obtained
07/05/2015	106/2015	LULUTHO SKILLS TRANSFER	Supply and delivery Rainwater tanks in Paterson	279 300.00	Infrastructure and Planning	3	Bid Number 20/2014 was awarded to Sakhlulusha Construction & Civil cc to supply and delivery rainwater tanks in Paterson A concession was drawn between Sakhlulusha Construction and Lulutho Skills Transfer for Lulutho Skills Transfer to delivery 140 tanks in Paterson. However, Lulutho Skills Transfer is not properly registered on the supplier database.	Supplier Not Properly Registered on Database
28/05/2015	110/2015	WALTONS OFFICE FURNITURE	Supply built in cupboard with glass doors in office of Cr Balura	6 731.70	Office of the Mayor	3	A built in cupboard comprising base section with four doors and top section with two glass doors is required in the office of Cr Balura. Provision has been made on the capital budget for this purchase. Four quotations were received. The lowest quotation was submitted by Bidvest Waltons. The supplier is not properly registered on the data base.	Supplier Not Properly Registered on Database
20/06/2015	111/2015	NATIONWIDE SECURITY HOLDINGS	Deployment of additional security from 1 April 2015 until 6 April 2015	3 000.00	Finance and Corporate Services	3	There was a need to employ an extra security guard on the premises after the break in. He was employed for the period 01 April 2015 to 06 April 2015, between 18H00 to 06H00. The process of obtaining 3 quotations was not followed as Nationwide is the current service provider for security service.	Supplier Not Properly Registered on Database, 3 Quote not obtained.
20/06/2015	112/2015	AURECON SOUTH AFRICA (PTY) LTD (CAPE TOWN)	To assist Koukamma Municipality with the 2nd dam safety evaluation of the Joubertina Dam.	39 900.00	Infrastructure and Planning	3	The SBDM has received a request from the Koukamma Municipality to assist and fund the 2nd dam safety evaluation for the Joubertina Dam. The first dam safety report was procured by Koukamma Municipality and was done by Aurecon Engineers. Aurecon have all the documentation and drawings available to execute this project. Mr AJ Shelly from Aurecon did the first report. He is a registered professional engineer with ECSA and he is also on the roster as Approved Professional Person for dams of this type and size. Mr Shelly will have to obtain prior approval from the Department Water and Sanitation before commencing with the project. This project will be funded from the Consultants fee vote for the 2015/16 financial year.	Supplier Not Properly Registered on Database, 3 Quote not obtained,
23/06/2015	113/2015	CROSSROADS DISTRIBUTION (PTY) LTD T/A SKYNET WORLDWIDE EXPRE	Courier Services	5 885.57	Finance and Corporate Services	3	Courier services used to deliver parcels to China and Dr Ruth S Mompoti DM's Crossroads Distribution t/a Skynet Express is current service provider to courier items. Thus, it was impractical to obtain 3 quotes to deliver parcels in these 2 instances.	3 Quotes not obtained
30/06/2015	114/2015	PENIEL CONFERENCING & MANAGEMENT	10 Councillors attending training on Job Evaluation and Grading.	69 000.00	Office of the Municipal Manager	3	10 Councillors attending training on Job Evaluation and Grading. 3 quotes have been obtained and the Preferred Service Provider is not willing to register on the SBDM database as they see this as a once off training session. However it is the only accredited training course. The DM is only sourcing training from accredited service providers. The DM is willing to provide the training in house and therefore no travel and accommodation costs will be incurred. All other accredited providers require the attendees to travel out of town and that will increase the costs.	Supplier Not Properly Registered on Database, The preferred SP is not the cheapest however it is an accredited one.

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
25/06/2015	115/2015	VODACOM	Internet services through 3G Modems	550 000.00	Finance and Corporate Services	3	Current contracts are in place cannot be terminated until the contract ends to avoid penalties being incurred by the municipality. The services has been migrated where required to ensure at all contracts ends towards June 2016. The services are currently being used by both officials and Councilors. The service provider will be appointed shortly through a competitive bidding process. However the bid will cater for the services to be provided from the 1 July 2015.	Supplier Not Registered on Database, Bid process not followed
23/06/2015	116/2015	NATIONWIDE SECURITY HOLDINGS (PTY) LTD	Deployment of additional security from 1 April 2015 until 6 April 2015	3 420.00	Finance and Corporate Services	3	There was a need to employ an extra security guard on the premises after the break in. He was employed for the period 01 April 2015 to 06 April 2015, between 18:00 to 06:00 night shift. The process of obtaining 3 quotations was not followed as Nationwide is the current service provider for security service.	3 Quotes not Obtained
24/06/2015	117/2015	C J VAN DEN BERG	Facilitation of 1 day workshop on rules and Orders	6 400.00	Office of the Municipal Manager	3	Council resolved that councilors must be workshopped on its adopted Rules and Orders. The most appropriate service provider to provide such workshop is the person who assisted with the drawing up of the Rules and Orders and is fully conversant therewith, i.e. Adv. C van den Berg.	Supplier Not Properly Registered on Database, 3 Quote not obtained
23/06/2015	118/2015	AD'EMPIRE	Procuring 8 pull up banners for chinese delegation arriving 29 June. Three quotes obtained.	6 234.00	Office of the Municipal Manager	3	Procuring 8 pull up banners for the chinese delegation arriving on 29 June. Three quotes have been obtained however the cheapest supplier is not properly registered on our database. The service provider is also the only one that can deliver the banners within the required timeframe - Friday 26 June.	Supplier Not Properly Registered on Database
23/06/2015	119/2015	WESBANK FIRST AUTO	Fuel and maintenance cards for fleet vehicles.	1 030 842.00	Finance and Corporate Services	3	The contract has expired and the service could not be terminated as the vehicles are required for service delivery. A service provider will be appointed shortly through a competitive bidding process.	Supplier Not Properly Registered on Database, Service required and bid process to be followed.
26/06/2015	120/2015	LULUTHO SKILLS TRANSFER	Supply and supervision of labour for the installation of rainwater tanks in Paterson	198 450.00	Infrastructure and Planning	3	Paterson is left without water most of the time and urgent intervention is required to stabilize this situation. Due to the fact that this is a grant funding and we would like to utilize this before the price increase in July 2015. The project has not been budgeted for in the new financial year but is budgeted for in this financial year. This money must be spent in 2014/15 financial year otherwise it will be lost in the system. The contractor is already on site assisting a contractor who was failing to finish the work and on completion there will be materials on site which need to be used to complete the project. This contractor will enable the completion of remainder material which can be lost if left uninstalled for a while. The contractor will finish the work by 30 June 2015.	Supplier Not Properly Registered on Database, 3 Quotes not Obtained
26/06/2015	121/2015	BONAS ISAKHI SIZWE GENERAL TRADERS	Catering for 30 people at Jansenville for Disaster Management Workshop Training.	3 600.00	Infrastructure and Planning	3	Catering for Disaster Management Workshop Training. Two quotes have been obtained for this catering. Soqhubekela, Nakahane, Aspigon 443, Marivway are not properly registered. Nokuphumla was contacted but not responding. We use Bonas Isakhisiwe General Traders, is the lowest of the two quotes that we received in the amount of R3600,00.	3 Quotes not Obtained
30/06/2015	122/2015	WORKPLACE PERFORMANCE TECHNOLOGIES (PTY) LTD	Subscription for Workinfo.com and Caselaw.co.za for Mr. Stuurman and Mrs Thomas.	7 182.00	Finance and Corporate Services	2	Workinfo.com and Caselaw.co.za are websites which are only valid for 12 months. These websites provides advice about labour law and also the recruitment processes. These websites are subscriptions for Mr Stuurman and Mrs Thomas. These websites services are only available from Workplace Performance Technology.	Supplier Not Properly Registered on Database, 3 Quotes not Obtained

Date	Deviation No	Supplier Name	Description of goods/services	Amount	Dept	Type of deviation	Reason for deviations	Other information
19/06/2015	43/2015	PROJECT FOR CONFLICT RESOLUTION & DEVELOPMENT	Enhancing ward empowerment and public participation programme	191 520.00	Office of the Municipal Manager	3	Service provider has received donor funding to enhance ward empowerment and public participation programme for 3 municipalities in the SBDM area. SBDM to fund only R191 520 of the total project cost of R542 450.00 (balance funded by service provider). A MOU be entered into with service provider. It is impractical to follow the SCM procedures, as SBDM would like to benefit from the value for money proposal. The funding linked to the programme would fall away in the event that SBDM does not utilise the service provider (received donor funding).	Supplier Not Properly Registered on Database
				R 6 317 342.00		81		

LEGEND		
1	Emergency	
2	If such goods or services are produced or available from a single provider only	
3	In any other exceptional case where it is impractical or impossible to follow the official procurement process	